

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, March 03, 2014**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, March 03, 2014** at the time of 7:03 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Dennis Adams and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Jared Tauber, Tauber Law Offices; Peter Hojnicky, Metropolitan Police Chief; George Georgeff, Commander, Metropolitan Police; William R. Timmer, CFO Fire Chief and Ed Dabrowski of CBL Consulting - the IT Consultant were present.

Also present was Randy Bowman, Assistant Inspector for Electric.

General Substance of Matters Discussed

1. The Town Council discussed the proposed uses and allocations for the County Economic Development Income Tax (CEDIT) distributions certified to be received by the Town Council. It was noted that Congressman Peter Visclosky, Indiana 1ST appealed to the cities and towns of Lake County to allocate a portion of the CEDIT to support the extension of the South Shore commuter rail, south to Dyer.

The Town Council discussed the suggested allocations as prepared by the Clerk-Treasurer. The noted amount to be received in FY 2014 was \$574,418. The Clerk-Treasurer suggested portions supporting Street resurfacing, the South Shore Extension, the Sanitary District projects and redevelopment of the Town Theater.

The discussion included the consideration of whether to dedicate 34% of revenues to the south shore extension or some other amount. It was noted that there was commendable participation. However, it was noted that only a few communities were pledging at the 34% level. Twenty percent emerged as the consensus for the Town Council President to file in the Comprehensive Improvement Plan. The governing statute requires that the municipal executive file a plan in order for the County Auditor to distribute the unit's certified distributions. The Clerk-Treasurer indicated that he would prepare the plan documents and ready it for the Town Council President's signature.

2. The Town Council discussed the appointments remaining to be made for a few of the boards and commissions. It was noted that the appointment of James Turoci as a member of the Town Board of Metropolitan Police Commissioners was due and had expired owing to the lapsing of 60 days from the date of his terms initial end. The discussion included whether the Council should proceed with the reappointment of James Turoci or pause to consider other applicants. The Town Council President determined to assemble the applicants who expressed interest in the Town Board of Metropolitan Police Commissioners and arrange for interviews by the Town Council.
3. The Town Council discussed the Clerk-Treasurer's suggestion to allow for a task force comprised of the several department heads, the clerk-treasurer and a member of the Town Council to consider the several proposals for pay modifications as well as the recommendations made by HR Unlimited regarding the compensation and benefits

ordinance and make a recommendation to the Town Council for its favor and approval. There was no objection and the suggestion was affirmed.

4. *Newsletter and website issues.* The Town Council discussed the information regarding the notice of increase for the monthly newsletter printing services provided by CJ Printing. The increase amounted to approximately 1.6% annually. The increase would be effective in May 2014. The Town Council discussed the whether the printing services should be let for quotes or to accept the increase. It was further noted that the Town Council would need to act as the increase made the annual cost greater than \$10,000.

The Town Council also discussed the proposed increase to content and editorial services contract with the Idea Factory, seeking to increase from its current \$1,500 per month to \$1,750. The Council discussed the matter but no direction for action emerged.

The Town Council further discussed the proposal received from the Idea Factory for website design services. The Town Council discussed the matter and whether other proposals should be considered. The discussion moved to inquiring of the Idea Factory whether they may make a proposal that was more incremental rather than the comprehensive proposal previously tendered. A follow-up inquiry would be made about reworking the proposal if possible to allow phases or something similar.

5. The Town Council briefly discussed whether there should be an amendment to the Wage and Salary Ordinance to raise the Special Patrol Officer salary, the salary created just for the pension basis by the council but not paid to any officer currently employed. The request for the change was made in order to increase the pension basis for police officers. It was noted that the general raises were increased by 3% for 2014, but special patrol officer salary was increased by 1.5%. It was further noted that the rationale for the difference was that owing to steps taken by the Council, the pensions increased in the past several years by over 17%. The special patrol officer salary was significantly higher than the actual first class patrol officer salary so any percentage increases widen the gap between the first class patrol officer and the special patrol officer salary.
6. With leave from the Town Council, the Metropolitan Police Chief read from a prepared narrative regarding the concerns and challenges that the Police Department may experience in consequence of the State of Indiana compulsory consolidation of the several public safety answering points (PSAPS).

Owing to a previously authorized Executive Session called for 7:45 p.m., the regular study session of the Town Council of **Monday, March 03, 2014**, was adjourned at 7:45 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer